Complementary Evaluator Guide
2016-2017

CREC
Schools of Excellence
COMPLEMENTARY EVALUATOR GUIDE

JOB DESCRIPTION

A complementary evaluator is a tenured and highly effective teacher who is covered under the parties’ collective bargaining agreement. Complementary evaluators assist primary evaluators by conducting formal observations, and providing feedback to inform a teacher’s final evaluation.

Responsibilities of the position include but are not limited to:

- Assess and document teachers’ growth and development in accordance with CREC’s performance standards.
- Conduct formal observations, and ensure that all the necessary documentation and other paperwork are accurate and completed in a timely manner and in accordance with statutory requirements.
- Conduct pre- and post-observation conferences.
- Review any evidence or documentation submitted by the teacher in the context of the lesson such as lesson/unit plans and assessments, planning meeting notes, student achievement data, and educator SLOs, IAGDs or Teacher Practice Focus Area.
- Provide written and verbal feedback of the observation to the teacher and primary evaluator.

Qualifications and key attributes:

- Certified, tenured teacher at CREC with at least five years teaching experience.
- Effective teacher who has exemplary teaching ability, demonstrated leadership, and knowledge of teaching standards.
- Demonstrated ability to improve student achievement.
- Demonstrated ability to work with and train adults, communicate effectively in oral and written form, and collaborate with a variety of people in different roles.
- Demonstrated ability to maintain independence in a way that allows them to establish credibility with teachers and a positive working relationship with administrators.
- Demonstrated ability to provide feedback and have constructive conversations with teachers.

HIRING PROCESS

- New applicants
  - Tenured teachers apply through Applitrack.
  - Central Office notifies building administrator of applicants.
  - Building administrator screens applicants and recommends candidates for central office interviews.
  - All candidates interview with central office leadership.
  - Teachers are notified by Central Office that they have obtained the position.
  - Building-based hiring coordinator submits a PA, detailing the process described above.
• Returning applicants
  o Returning applicants are not required to reapply or interview at the central office.
  o Upon administrator approval, candidates are notified that they have received the position.
  o Building-based hiring coordinator submits a PA, detailing the process described above.

COMPENSATION

• Complementary evaluators will receive $500 per observation.
• The school’s hiring coordinator submits a PA (as described above) stating that the employee is a Complementary Evaluator and will be paid $500/observation via a blue timesheet.
• Once an observation process has been completed, the complementary evaluator submits a blue timesheet, listing the rate of $500 and the school’s budget code, to the school’s timekeeper.
• The timesheet is signed by the building administrator.
• The school’s timekeeper submits the timesheet to payroll.

TRAINING

• Full orientation to evaluation model (for new complementary evaluators; multi-day training)
• Demonstrated proficiency in conducting accurate observations (for new complementary evaluators)
• Continued calibration and coaching support according to model standards for evaluation (new and returning complementary evaluators)

IMPLEMENTATION GUIDELINES

• All new complementary evaluators must pass proficiency and shadow the building administrator for two observation cycles prior to conducting observations independently.
• The use of a complementary evaluator is voluntary process.
• The matching of complementary evaluators and teachers is coordinated by the teacher’s primary evaluator and agreed upon by the complementary evaluator and teacher.
• A Complementary Evaluator Agreement must be completed by any teacher agreeing to be observed.
• Names of complementary evaluators and the teachers they will observe must be sent to Heather Levitt Doucette. Heather will set permissions for the complementary evaluator to submit observation feedback to the teachers they observe.
• The complementary evaluator conduct one formal observation cycle per teacher.
• The total number of formal observations should not exceed 10.
• Complementary evaluators should not observe teachers who are receiving intensive support.
• Complementary evaluators should not conduct the first observation of a new teacher, but may conduct subsequent observations with administrator and teacher approval.
• Feedback from the complementary evaluator informs the teacher’s summative review. The primary evaluators are responsible for the overall evaluation process, including assignments of final ratings and the majority of formal observations.
• Complementary evaluators should not be assigned to their own TEAM mentees.
• Complementary evaluators who are instructional coaches should not be assigned as a coach to those teachers who they are observing for evaluation purposes.
• Coverage is provided for the Complementary Evaluators to conduct observations and conference with teachers. The observation write up should be completed outside of the school day.